

DOE Quality Council
Conference Call Minutes
December 17, 2009

1. Roll Call:

Name	Org	On Call
Colette Broussard	HS-20	
Gary Staffo	EE	√
Kriss Grisham	EM	
Rick DuBose	FE	
Timothy Fox	HS-1.2	
Duli Agarwal	HS-20	√
Donna Riddle for Vijendra Kothari	LM	√
Joy Mroz	LM	
Laurie Morman	MA	
Sam Johnson	NA	
Tom Williams	NA	
Thanhtan Van Ober	NA	√
Carl Sykes	NE	√
Michael Ulshafer	RW	
Matt Cole	SC	
Caroline Polanish	BSO	
Ava Holland	CBFO	
Robert L Blyth	ID	√
Anita B. Leivo	LASO	
Pat Carier	ORP	√
Al Hawkins	RL	√
William Rowland	SRO	
John Adachi	SC-CH	√
Mary Haughey	HS-23	√

2. Minute Approval:

No comments/corrections were received on the November 3-5, 2009 annual meeting minutes; therefore, the minutes were approved.

3. Recap of Annual Meeting:

The participants on the call had positive comments about the first Annual Face-to-Face meeting held in November including the fact that the information shared was extremely helpful; it was a great forum for networking; and it was a benefit to be able to put a face to a name. The Face-to-Face

meeting also encouraged greater dialogue and renewed interest in issues and challenges for the Department.

A couple of members thought that the TPD discussions should have been given more time to adequately discuss topics. Additional time would have allowed for break out sessions to discuss the main goals/objectives of each TPD topics as well as development of the individual draft TPDs. In addition, one member stated that the presentations were not in a consistent format/structure and it might have been helpful if an outline and/or guidelines were provided to the presenters.

As discussed during the meeting, this annual meeting should be coordinated with the EFCOG QA Subgroup meeting so that members do not have to choose which to attend. Another suggestion for the next meeting was to have a panel discussion that consists of top management from the major Program Offices so that Council members can hear about management's QA expectations for the different Program Offices.

Larry Adkinson provided Colette Broussard with the photographs that he took of the group. PEC also has photographs that were taken at various times during the meeting. These photographs will be posted on the Quality Council webpage in the near future. All Council members will be notified when the webpage has been updated.

ACTION ITEM: Colette Broussard will work with PEC to post the photographs from the Annual meeting.

4. Status/Discussion of Current Task Planning Documents (TPD) Activities:

- A. Survey on Quality Assurance Implementation TPD – The Survey responses were due on November 30, 2009. To date, several responses have not been received from the Staff and Support Offices. EM formally requested an extension and it was granted. The Survey questions regarding the request for software inventory and the number of corrective actions and the number of closed corrective actions are areas that people have had trouble getting the information together and either they have delayed the submission or the questions were not answered. If anyone has a better way at asking these questions, send your input to Mary Haughey.
- B. DOE QA Order Requirement Training TPD – The draft training slides were presented on November 5, 2009 during the Annual meeting. All comments are being incorporated into the slides and the revised presentation will be distributed to all Council members for another review.
- C. Quality Assurance Incorporation with Integrated Safety Management TPD – The TPD has not been approved yet. Rick DuBose, TPD lead, was not on the phone; therefore, Sonya Barnette provided a brief status report. Sonya stated that she is currently reviewing NNSA's evaluation of all editions on NQA-1 titled, "*Report of the ASME NQA-1 Edition Determination and Part II Applicability Evaluation Team*". Sonya stated that she expects that some of this information can be incorporated into the QA/ISM template. Mike Mason, EFCOG, suggested that EFCOG may be of some help with this task. Mike can be reached at: mjmason@bechtel.com.

ACTION ITEM: Bob Blyth will contact Rick DuBose and Sonya Barnette to assist with finalizing the TPD.

- D. Application of NQA-1 Part II TPD – Anita Leivo shared a copy of NNSA’s report on the crosswalk of all changes of NQA-1 from 1994 to 2008 and the applicability of Part II at the Annual Face-to-Face meeting. The next step is to develop a TPD that will take this report and determine if a DOE-wide type guidance should be developed, and if so, develop it.

ACTION ITEM: Bob Blyth will contact Anita Leivo and Than Van Ober to revise TPD to reflect the document that NNSA developed and finalize the completed TPD.

5. 2010 Potential TPD’s:

At the Annual Face-to-Face meeting, Council members discussed many new ideas and agreed upon the following topics for potential new TPDs for 2010:

- Graded Approach
- Commercial Grade Dedication
- New Addenda for NQA-1 (2009)
- QA Metrics
- Transition of R&D to Production
- Applicability of NQA-1 Part 3 and 4

Members briefly discussed the commercial grade dedication effort of the EM Corporate Board. EM developed a training program on this topic. The TPD could include a task to take this training and translate it to more generic information that is not EM specific. EFCOG is also working on this topic and they could be part of the team working on this TPD.

After this discussion, it was evident that there was not sufficient time left on the call to discuss all topics. The Council members decided that only 2-3 of these topics could be taken on during 2010. It was decided that all 6 topics would be ranked by the members as to which topic was their top priority. This ranking will be done via email.

ACTION ITEM: Bob Blyth will develop the email to send to all Council members to rank these topics to determine the top 2-3 topics the Council would like to develop TPDs for 2010.

6. Quality Share- “What Works: Selling the Quality Management System’s Value in the R&D Environment”:

The quality share was presented by Mark Vance, ORNL Quality Systems and Services Division. The presentation will be posted on the Quality Council webpage. Mark’s contact information is:

Mark Vance
Oak Ridge National Laboratory
1 Bethel Valley Road
P.O. Box 2008
Oak Ridge, TN 37831

MS-6097

mvv@ornl.gov or vancemc@ornl.gov

865-574-6545

ACTION ITEM: Colette Broussard will work with PEC to post Mark's presentation.

7. Participation in Monthly EFCOG QA Subgroup Calls:

Colette Broussard and Bob Blyth will be participating in the EFCOG Monthly QA Subgroup call. They will report on the EFCOG activities.

8. Annual Report – Missing Sections:

Council members developed an outline for the Quality Council Annual Report. Writing assignments were distributed as noted in the meeting minutes from the Annual Face-to-Face meeting. The following sections are missing:

Accomplishments:

1. PSO and Staff and Support Offices Interactions –Bob Blyth
2. Comprehensive evaluation and comparative analysis of NQA-1 editions (2000-2008) and Part II applicability and changes – Anita Leivo
3. Sharing of Initiatives and Best Practices – Bob Blyth

9. Next Conference Call:

The next Quality Council conference call will be January 21, 2010 from 11:00 am – 12:00 pm Eastern Time. A conference call number and agenda will be distributed at least one week prior to the meeting.